

JULY 2020

STARTS

Student Transportation Aligned for Return to School

GUIDELINES, TACTICS AND TEMPLATES

A Reopening Plan Resource For School Transportation Professionals



DEVELOPED AND WRITTEN BY

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BETTER DECISIONS FOR A COMPLEX WORLD

A PROJECT REVIEW FOR THE
TRANSPORTATION COMMUNITY
JULY 17, 2020

PRESENTED BY:
JIM REGAN, CAPITALWORKS CONSULTING GROUP
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YOUR QUESTIONS?

Enter your questions through the "Questions" function on the right hand side of the webinar platform



Sponsoring Organizations



The Student Transportation Aligned for Return To School (STARTS) Task Force (the “Task Force”) was formed as a partnership of the three leading school transportation industry organizations; the National School Transportation Association (NSTA), the National Association for Pupil Transportation (NAPT) and the National Association of State Directors of Pupil Transportation Services (NASDPTS).

The purpose of the Task Force was to develop materials that would be useful to the school bus community as it works to respond to the unprecedented challenges of developing transportation plans to support school reopening plans in the context of the COVID-19 pandemic.



Core Activities of the Task Force

1. Collect, read and extracted action items and guidelines from:
 - each available state’s school reopening plan and health guidelines
 - other transportation reopening plans (paratransit, transit, rail and airlines
 - corporate reopening plans from Starbucks, McDonalds, Walmart, Disney, APPLE....
 - ***In the end we reviewed over 50 reopening plans***
2. Conducted survey research to understand the needs and requirements of:
 - State Directors of Transportation
 - Bus Contractors
 - In House Transportation Directors
 - School Superintendents
3. Developed a Master List of Guidelines by extracting action items from the 50 reopening plans
4. Developed a “Menu of Tasks” for each guideline by editing and sorting the database
5. Developed a Guideline and Task Assessment Matrix Tool and Gantt Chart (Report Attachments)
6. Wrote the Task Force Findings Report which will be available at <http://www.startstaskforce.com>.



The Packaging of the Final Report

TABLE OF CONTENTS

INTRODUCTION

- Executive Summary
- Associations' Letter
- Foreword
- Task Force Leadership and Structure

OUR WORK

- Section 1: The Reasons, The Research and Survey Summaries
- Section 2: Guidelines List Development
- Section 3: Individual Guideline List with Commentary and The Special Needs Addendum

YOUR WORK

- Section 4: User Guide for State and Local Transportation Directors and Bus Contractors
- Section 5: Challenges and Next Phase
- Section 6: Data Summary

RELATED WORK

- Appendix A: Surveys and Results
- Appendix B: Related Industry Research
- Appendix C: Transportation Reopening Plan Format
- Appendix D: Task Force Committee Members

The following attachments are documents that need to be downloaded separately

- Attachment A: List of Guidelines with Their Menu of Tasks
- Attachment B: Guideline and Task Gantt Chart
- Attachment C: List of URL addresses to: State COVID-19, School Reopening Plans and to a John Hopkins University e-School Initiative Master List of Reports by State



Summary of Final Report Sections

INTRODUCTION

- Executive Summary: ***Provides a “quick access” summary to the core data***
- Associations’ Letter: ***Provides details on the purpose of the task force***
- Foreword: ***Provides information on the approach***
- Task Force Leadership and Structure: ***Provides and Project Organization Chart***

OUR WORK

- Section 1: The Reasons, The Research and Survey Summaries: ***A project process overview***
- Section 2: Guidelines List Development: ***Provides the Master List Development Process***
- Section 3: Individual Guideline List with Commentary and The Special Needs Addendum: ***Capsule Summaries of the 27 Core Guidelines with 17 additional Guidelines for Special Needs Students***
- Appendix A: Surveys and Results - ***Provides Survey Summaries and Copy of the Survey Questions***
- Appendix B: Related Industry Research: ***Provides Capsule Summaries of Guidelines in other Transportation Services***
- Appendix C: Transportation Reopening Plan Format: ***Provides a “How To Build a Reopening Plan with a Table of Contents from a Sample Plan***
- Appendix D: Task Force Committee Members: ***The Team and their Qualifications***



Summary of Final Report Sections

YOUR WORK BEGINS

- Section 4: User Guide for State and Local Transportation Directors and Bus Contractors: ***Provides and Approach to Using the Report, the Data and the Templates***
- Section 5: Challenges and Next Phase: ***Provides Insight on What Might Come Next***
- Section 6: Data Summary: ***Provides a Summary of the Data Generated by the Task Force***
- Attachment A: List of Guidelines with Their Menu of Tasks with Assessment Matrix: ***Provides a Template for Selecting and Assessing Guidelines and Tasks for your Reopening Plans***
- Attachment B: Guideline and Task Gantt Chart: ***Provides a Template to Convert your Selected Guidelines and Tasks Into a Project Plan***
- Attachment C: List of URL addresses to: State COVID-19, School Reopening Plans and to a John Hopkins University e-School Initiative Master List of Reports by State: ***Sharing our Research***



Using the Master List of Guidelines Matrix Template

BEFORE USING THE TEMPLATES:

1. Identify the guidelines your district will operate under in general and will apply to transportation specifically
2. Document the school schedule (or short list of schedule options, determined by the school board)
3. Classify the district geography (urban, suburban, mid-size city, rural) and route structure (single tier, 2 tier or 3 tier)

THEN IN THE MASTER LIST OF GUIDELINES AND TASKS MATRIX TEMPLATE

- Identify and select the guidelines (from item 1 above) your district will operate under in general and will apply to transportation specifically
- Review and select from the “MENU OF TASKS”, the tasks you want to include in your reopening plan

WILL NOW DISPLAY SCREENSHOTS OF EACH ATTACHMENT AND THEN DEMO EACH ONE.



Attachment A Screenshot: Master List of Guidelines and Task

Selection Option

Assessment Matrix

Decision Option

Guideline Menu of Tasks

CATEGORIES	GUIDELINE OR TASK	TASK RELATIONSHIP TO THE GUIDELINE (How relevant)	Student Applicability	Safety Impact	Cost Impact	Programmatic Consideration	Resource Availability	Legal, Regulatory, & Contractual Requirements/Considerations	Special Needs Requirements/Considerations	Effectiveness/Feasibility	IMPLEMENTATION DECISION	Priority: Applicable to Normal School Schedule
GOVERNANCE	GUIDELINE	Develop an infection level response plan based on predetermined threshold levels for the number of staff infections with mitigation strategies consistent with your State Health Department's recommendation and by working with your local health department in following the CDC recommendation for school for the site.										
	TASK	Develop a transportation pandemic team with defined roles and responsibilities for health and safety preparedness and transportation response planning for the site.	Highly									
	TASK	Establish a protocol for requiring employees to self-monitor, self-quarantine, or self-isolate following a positive exposure incident and positive test. Provide an employee "health questionnaire" on a regular schedule unless absolutely not to log. The form should be kept on file or online to provide evidence that employee is taking place.	Highly									
	TASK	Establish criteria for returning to work following an employee being potentially exposed to COVID-19, showing symptoms of the virus, or testing positive for the virus.	Highly									
	TASK	Collect the information required for contact tracing for department employees, as well as other district employees if appropriate.	Highly									
	TASK	Collaborate with Information and Human Resources to develop a health alert to share online so people can fill out at home.	Highly									
GOVERNANCE	GUIDELINE	Develop a transportation health supply inventory plan to ensure the department has the PPE and cleaning resources necessary to consistently clean and disinfect buildings, desks, buses, equipment, and other surfaces prior to staff returning and after return, using CDC, Environmental Protection Agency (EPA), and Occupational Safety and Health Administration (OSHA) guidelines.										
	TASK	Determine what supplies are needed daily based on cleaning and disinfecting schedule and develop a monthly forecast.	Highly									
	TASK	Determine what PPE is needed by daily for support students and staff to operate and develop a monthly forecast.	Highly									
	TASK	Develop plans to identify students with potential exposure to respiratory viruses via IEDS classes available for parents/all.	Highly									
	TASK	Identify what components and systems will require cleaning and disinfecting in all buses being used, identify the materials of these components and systems and consult with those manufacturers specific cleaning and disinfecting materials and protocols for their products if they are not provided in the user manuals.	Highly									
	TASK	The staff.	Highly									
	TASK	Consider purchasing non-contact, audio or video thermometers for use in screening employees.	Highly									
	TASK	Identify vendors for all PPE, equipment and cleaning supplies needed and secure appropriate contracts via procurement process.	Highly									
	TASK	Consider PPE purchase with low friction push/pull action as opposed to high friction rollers.	Highly									
	TASK	Buses are required to clean first bus between removal of day, etc, create a driver cleaning checklist to guide them on exactly what they are to clean.	Highly									
	TASK	Develop a rest area/cleanliness plan.	Highly									
	TASK	Work with your district to track the cost of all PPE's, supplies, and equipment. Check for grants for possible cost reimbursement.	Highly									
GOVERNANCE	GUIDELINE	Consider and test the possibility of new technologies that minimize the spread of germs.										
	TASK	Test the use of contact check-in application to minimize the need for physically standing in and establish check-in at drop-off/pick-up to the parking lot.	Highly									
	TASK	Test various existing data systems to determine whether key data elements and reporting are readily available and accessible by appropriate individuals throughout the organization with a particular emphasis used for ensuring staff infections do not spread across the entire administration.	Highly									
	TASK	Evaluate a work from home (WFH) program which maximizes WFH opportunities by reviewing and testing the Department's technology plan and determine what steps can be taken to expand the number of staff with fast and reliable home Internet access and take-home devices.	Highly									
	TASK	Maintain a list of email address for drivers and bus attendants to ensure efficient communication.	Highly									
	TASK	Develop a database utilizing electronic methods (i.e., badges, scanning of vehicles and staff) for all staff and bus returns to aid in contact tracing of any positive COVID-19 cases.	Highly									
	TASK	Develop a self-screening application for employees to use daily before reporting to work.	Highly									
GOVERNANCE	GUIDELINE	Adjust policies and assigned areas that conflict with statutory orders or otherwise granted by the Governor, State Department of Education, State Health										



Reality Test Assessment - Optional

As a final reality test and risk assessment there are **three (3) more considerations** based on the school schedule, location of the district and route structure that would be beneficial.

- In Columns P - T, you will find possible **school schedules**. If your district has already determined its schedule, you only need to use the appropriate column and assess whether the tasks you have selected will work successfully with that particular schedule. If your district is considering a number of scheduling options, you can assess if a task will work across more than one option
- In Column V - Y, you will find a generic listing of descriptors of a **district's location**. Select the location type that best describes your district and determine if a task will be appropriate
- In Column AA - AC, you will find a list of **route systems/structures** (3 Tier, 2 tier and single tier). Select that tier structure your district operates and determine if the tasks you have selected will be appropriate for that route system

- Now onto the REOPENING PLAN GANTT CHART



Attachment B Screenshot: Opening Plan Gantt Chart

Assign Person

Assign Dates

Timeline

Guideline

Menu of Tasks

GUIDELINE AND TASKS	ASSIGNED TO	PROGRESS	START	END
GUIDELINE DEFINITION: A general principle or statement by which to determine a course of action and to make the practices of its employees or divisions more predictable, and presumably of higher quality.			date	date
Develop an infection level response plan based on predetermined threshold levels for the number of staff infection with mitigation strategies consistent with your State Health Department's recommendation and by working with your local health department to following the CDC consideration for school.			date	date
Develop a transportation pandemic team with defined roles and responsibilities for health and safety preparedness and transportation response planning.			date	date
Establish communication protocols in the event of an employee or student being potentially exposed to COVID-19, showing symptoms of the virus, or testing positive for the virus.			date	date
Establish a protocol for requiring employees to self-monitor, self-quarantine, or self-isolate following a potential exposure incident and positive test.			date	date
Provide an employee "health questionnaire" on a regular schedule either electronically or hard copy. The forms should be kept on file or online to provide evidence that employee tracking is taking place.			date	date
Establish criteria for returning to work following an employee being potentially exposed to COVID-19, showing symptoms of the virus, or testing positive for the virus.			date	date
Collect the information required for contact tracing of visitors to all facilities.			date	date
Collect the information required for contact tracing for department employees as well as other district employees if exposure occurs.			date	date
Work with your school nurse and Human Resources to develop a health sheet to share online so people can fill out at home.			date	date
Develop a transportation health supply inventory plan to ensure the department has the PPE and cleaning resources necessary to consistently clean and disinfect buildings, desks, buses, equipment, and other surfaces prior to staff returning and after return, using CDC, Environmental Protection Agency (EPA), and Occupational Safety and Health Administration (OSHA) guidelines.			date	date



Attachment C Screenshot: Research Links

Attachment C has the following:

- URL Links to every States' School Reopening Plan
- URL Links to every States' COVID-19 Site
- URL Link to a comprehensive Johns Hopkins Site on a wide array of state reports

These links are available for you to conduct your own research

John Hopkins University E-School initiative is a great research site. It is comprehensive and has a list of 12 report categories and the status of each state with regards to publishing reports as well as links to the reports.	https://equityschoolplus.jhu.edu/reopening-policy-tracker/?source=email	
The 74 is a non-profit, non-partisan news site covering education in America. This has a dynamic map with links showing activity in each state.	https://www.the74million.org/article/roadmap-to-reopening-school-buses/	
STATE	Re-opening Plans as of July 6th	URL LINK
Alabama	State Pandemic Link	https://covid19.alabama.gov/
	Re-Opening Plan Link	https://www.alsde.edu/Documents/Roadmap%20for%20Reopening%20Schools%20June%2026%202020.pdf
Alaska	State Pandemic Link	https://covid19.alaska.gov/
	Re-Opening Plan Linke	https://education.alaska.gov/news/COVID-19/Alaska%20Smart%20Start%202020%20Framework%20Guidance.pdf
Arizona	State Pandemic Link	https://az.gov/government-0
	Re-Opening Plan Linke	https://www.azed.gov/communications/files/2020/03/FINAL-DRAFT-AZ-Roadmap-for-Reopening-Schools_6_1_20-1.pdf
Arkansas	State Pandemic Link	https://govstatus.egov.com/ar-covid-19?_ga=2.260501837.1590861903.1592580938.473603009.1592580938
	Re-Opening Plan Linke	http://www.fl DOE.org/core/fileparse.php/19861/urll/FldoeReopeningCARESAct.pdf
California	State Pandemic Link	https://covid19.ca.gov/
	Re-Opening Plan Linke	https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf
Colorado	State Pandemic Link	https://covid19.colorado.gov/
	Re-Opening Plan Linke	https://www.cde.state.co.us/planning20-21
Connecticut	State Pandemic Link	https://portal.ct.gov/coronavirus
	Re-Opening Plan Linke	https://portal.ct.gov/-/media/SDE/COVID-19/Reopening_Executive_Summary.pdf
Delaware	State Pandemic Link	https://coronavirus.delaware.gov/
	Re-Opening Plan Linke	https://www.doe.k12.de.us/Page/4211
Florida	State Pandemic Link	https://floridahealthcovid19.gov/
	Re-Opening Plan Linke	http://www.fl DOE.org/core/fileparse.php/19861/urll/FldoeReopeningCARESAct.pdf
Georgia	State Pandemic Link	https://dph.georgia.gov/covid-19-daily-status-report
	Re-Opening Plan Link	https://www.georgiainsights.com/uploads/1/2/2/2/122221993/georgias_k-12_recovery_plan.pdf
Hawaii	State Pandemic Link	https://health.hawaii.gov/coronavirusdisease2019/
	Re-Opening Plan Link	http://www.hawaiipublicschools.org/DOE%20Forms/2020-21-Reopening-Schools-Guidance.pdf
Idaho	State Pandemic Link	https://coronavirus.idaho.gov/
	Re-Opening Plan Link	https://boardofed.idaho.gov/covid-19/
Illinois	State Pandemic Link	https://coronavirus.illinois.gov/s/
	Re-Opening Plan Link	https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf
Indiana	State Pandemic Link	https://www.coronavirus.in.gov/
	Re-Opening Plan Linke	https://docs.google.com/document/d/1T1nQj3BrQRT5QXVcVLGe14bOd5dSCIWRggPuPE5dg/edit



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